NAVAL SAFETY CENTER
MEDIA AND PUBLIC AFFAIRS DEPARTMENT

ARTICLE AND PHOTO SUBMISSION GUIDELINES

IMPORTANT: Please ensure your submission has been approved through your chain of command.

Writing style and the subject matter

We accept articles written by you about your personal experiences or observations.

- Write your articles in the active voice as much as possible.
- Simplify technical descriptions for the average reader.
- Spell out all acronyms on first use.

We want non-technical articles on subjects of interest to those who work in, live in or simply visit naval installations, squadrons, ships, or submarines. We also want to hear from our retired Sailors, Marines and civilians who want to share their sea stories and experiences. We want family members and off-duty civilians to share their insights on how we can manage risks and eliminate mishaps when our service members clock out to enjoy time away from work. We encourage supplemental material as part of the story such as:

- Sidebars
- Lists (for example, Do's and Don'ts)
- Photos
- Captions
- Info graphics (charts, icons, illustrations)

When writing for our magazines, be as thorough as you can to tell your story. If you're a subject-matter expert writing the story, write in the first-person and try to avoid technical language. If you played a major role in the topic or story — a young petty officer describing the lesson learned from a mishap or incident, for instance — write in the first person and include your personal thoughts on the subject.

What we're looking for

Approach

Try to put your reader in the cockpit. Use quotes. Tell the story the way you'd tell it to a friend after the flight. We're most interested in articles written by aircrew. Personal experiences and close calls make great *Approach* stories. New ideas for solving problems provide interesting reading as well. In general, your article should provide information that is useful to Navy, Marine Corps and Coast Guard flight crews. We also want your feedback. Send your comments to the editor at safe-approach@navy.mil to discuss naval aviation safety.

Mech

Mech deals with maintenance hazards, changes in policy or SOP, training, new and upgraded equipment, and mishaps. Readers who have faced some dilemma in maintenance write most of the articles. *Mech* will publish your article if naval aviation can benefit from it. Write as you would talk to a friend (that's what you're doing). We'll smooth it for you, and our analysts will make sure we don't change your message. Personal-experience articles work best.

Sea Compass

Sea Compass serves the surface, submarine, and diving communities. We're looking for articles about mishap prevention, risk management, personal experiences, new ideas or developments, better ways to do a job, or matters relating to safety and health. We also welcome articles on hazard avoidance, best practices, and how to maintain shipboard, submarine and diving equipment, tools and protective gear.

Decisions

The content of this magazine offers practical and actionable solutions, first-hand lessons learned, step-by-step ways to plan a safety program, and articles that target key issues in mishap prevention and risk management. *Decisions* magazine supports Navy and Marine Corps shore, ground and installation operations. It provides risk-mitigation tools for our warfighters to complete the mission. The magazine also offers resources and publishes best practices for off-duty activities so our people can make smart decisions for themselves and their families. Our readers can get information that will enhance their abilities to prepare for, recognize and manage risks.

Submissions

- If you have already written your article and are familiar with our magazines, simply e-mail it to safe-mediafdbk@navy.mil.
- If you have a story idea you would like us to write about or assign to a contributing writer, we ask that you send 1-2 paragraphs of synopsis on a story lead to the appropriate magazine editor. Along with your story lead, please provide us with your name, e-mail, commercial and DSN phone numbers, and contact source for the story (a technical expert, for instance).
- Submit articles formatted as double-spaced Microsoft Word document or plain text.
- Not everyone wants their name to appear in the article byline. If you wish to remain anonymous, you can still submit your story/article and we will honor your request for anonymity. Send your article to the appropriate editor (go to http://www.public.navy.mil/navsafecen/pages/media/submissions.aspx for details) and indicate that you wish not to publish your name. The editor for the magazine of your choice will contact you for more guidance.

Length

- Short-story: 1,500 words (2 pages unformatted text, double spaced)
- Feature story: 2,500-3000 words (2-3 pages unformatted text, double spaced)
- News briefs: less than 500 words (extended cutlines)

Fact-checking

We expect our writers to research reference materials (such as manuals and books) used in their articles. Please verify your sources before attributing quotes to them. If you need us to perform additional fact-checking, please make a note of it when submitting your article.

Photo composition and format

If you write about a piece of equipment, send a photo of someone correctly demonstrating the item. Action shots always are more likely to make readers sit up and take notice. However, don't let the lack of photos prevent you from sending a story to us. We always strive to find a suitable stock photo for those stories without any. All photos must be at least 240 dpi (max 300), saved in JPG or PNG format.

IMPORTANT: Take photographs ONLY if it is allowed in the area of the subject and if it is safe to do so. Please ensure your photo submission has been approved through your chain of command, safety department and public affairs.

Approach

Consider submitting photographs with your article. If you don't have photographs, we use stock images from the Navy gallery for illustrative purposes. Since it can be difficult to obtain photos of actual flight-related mishaps or events as they occur, oftentimes our graphic artists will create photo composites to illustrate the article's main message.

Mech

Your article will be more effective if you send supporting photos. If you pose your pictures, get your subjects to remove watches, rings and necklaces. Your subjects must wear their personal protective equipment correctly: no loose chin straps on cranials, no working on ladders or atop the aircraft without a cranial, no unfastened floatcoats, and no rolled-up sleeves.

Sea Compass

Submit photos that will give the reader a look into shipboard life. Try sending photographs that include people that depict ship, submarine or dive activities. If sending underwater photographs, include a caption that identifies the individual(s), if known, and a brief description of the activity.

Decisions

Whether the article is about an on-duty or off-duty event or activity, we want photos that help tell the story. If submitting an article about an individual or group spotlight, we prefer photos that show the individual(s) in their work setting (if possible). If submitting PMV, ATV or motorcycle-related photographs, ensure that passenger restraints and PPE are being used by the subject.

Captions

Every photo must have a complete description of what is being depicted, along with full name, rank and rate, and job title of anyone shown in each photograph. Follow this simple formula:

- Try to keep captions to no more than two concise sentences.
- The first sentence of the caption describes what the photo shows, in the present tense, and states where and when the photo was taken.
- The second sentence of the caption gives background on the event or describes why the photo is significant.
- Include the photographer's name at the end of the caption. Use the following format: (MC2 John Doe/USN).

Sample caption:

Chief Hospital Corpsman Sam Kim examines a patient during a medical civic action program in Goubetto, Djibouti. Sailors and Marines assigned to the 11th Marine Expeditionary Unit saw more than 500 patients during the Combined Joint Task Force Horn of Africa humanitarian program. (MC2 John Doe/USN or GySgt John Doe/USMC)

Deadlines

All articles, including copy and relevant artwork/photos, are due to the Naval Safety Center Media and Public Affairs Department on the date assigned by the editors. For more information, contact the Media and Public Affairs Department at (757) 444-3520, ext. 7870 (DSN 564-3520) or email safe-mediafdbk@navy.mil.

Copyright, usage and storage

All articles written by active-duty service members and active DoD civilians, as part of their job functions, are the property of the Department of Defense, and are not copyrighted by the individual writer. Human-interest stories may be submitted by the magazine editors to trade publications, military-funded magazines and local military periodicals. Published articles/stories are archived online, in their edited form, at http://www.public.navy.mil/comnavsafecen/.

Civilian (non-DoD) authors, illustrators or photographers submitting material for publication in print or on the Naval Safety Center website should provide a copyright release certification. Visit our copyright notice page for details.

Recognition and sample issues

Each contributing writer will receive a certificate of appreciation signed by Commander, Naval Safety Center, along with a complimentary copy of the issue in which the article is published. If you would like extra copies for personal use or to notify family members about your published article, contact us at safe-mediafdbk@navy.mil.

Write to us

If you still need information, contact us at safe-mediafdbk@navy.mil. If you want to send your article and photos via snail mail write to us at the following address:

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